

POSITION SUMMARY

MANAGER TECHNICAL SERVICES (ES168)

Directorate	Engineering Services
Section	Technical Services
Classification	Band 3, Level 4, Grade 12
Position Status	Permanent full time
Commencing Salary Range	Attractive salary package available (including leaseback vehicle)
Reports to	Director Engineering Services
Direct Reports	Six
Work Location	Civic Centre
Position Purpose	
<p>Manage and control the operations of Council's Technical Services section to achieve its objectives in an effective and efficient manner, and within Council's policies and decisions.</p> <p>Section functions include Engineering Design, Major Projects, Traffic Management, Airport Management, Building Services, Land Development.</p>	
Key Responsibilities	
<ul style="list-style-type: none">• Guidance of new developments and subdivisions in accordance with Council's policies, standards and future planning• Provision of technical input relating to planning, design and construction of works projects, by Contract• Manage, motivate and monitor the Professional Engineering Staff of Council, which incorporates drainage design, structural design, hydrologic and hydraulic investigations, traffic facilities design, floodplain modelling and investigative reporting• Input to the engineering aspects of developments and subdivisions - including the forward planning of infrastructure in the context of Sec 94 of the EP&A Act• Coordination and provision of technical input to Floodplain Management• Administration of design and construction of building and structural works, including efficient contract administration• Prepare and review the Section Management Plan and rolling works budget and contribute to the preparation and review of the Directorate Management Plan• Monitor the progress of the Technical Services Section against budgetary plan to identify variances requiring attention and correction• Management of Council's Airport• Continually review and maintain the most appropriate Section organisation structure, staffing and working relationships to achieve the Section and Corporate objectives	

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

- Attendance at Council Committee and Council meetings as required.

Selection Criteria

Essential

- Degree in Civil Engineering or equivalent qualification acceptable for Corporate Membership of the Institution of Engineers, Australia
- NSW Class C Driver's Licence
- Comprehensive conceptual, analytical, verbal communication and written skills of a high standard
- Well developed interpersonal skills including the ability to negotiate major issues and liaise effectively with staff at all levels
- Demonstrated competence in planning and controlling significant capital and operating budgets in the provision of major projects in a local government context
- Demonstrated ability and experience in the management and motivation of professional staff
- Demonstrated ability to manage Council relationships with external stakeholders eg Roads and Maritime Services
- Relevant Local Government engineering design experience (5-10 years)
- Project and contract management experience
- Demonstrated ability and experience in risk management principals.

Desirable

- Post Graduate qualifications in Engineering or allied fields or in Management Studies
- Competent working knowledge of PC engineering software applications
- Experience in the operation and management of a certified RPT airport
- Experience in the preparation of specifications and contracts for engineering and building construction
- Sound technical knowledge of civil engineering, storm water drainage, hydraulics, road design (urban and rural), survey and structural/building design
- Sound technical knowledge of urban planning and land development.

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hour week with RDO every third week
- Core work hours 8.30am to 4.45pm Monday to Friday, additional hours are required.
- Probationary period of 3 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of

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